



COLORADO

Department of  
Regulatory Agencies

Division of Professions and Occupations

Management Branch  
Office of Licensing

## **Registered Nurse Online Application Checklist – Endorsement & Examination Method**

- ☐ **Verify other Licenses** – You will be required to provide information about any other healthcare license you have held in any other state or country.
- ☐ **Complete an Online Healthcare Professions Profile** - Once your application is submitted, you must create a Healthcare Professions Profile on our website at [www.dora.colorado.gov/professions/hppp](http://www.dora.colorado.gov/professions/hppp). You may begin checking the Healthcare Professions Profiling Program (HPPP) website within 24 hours of submitting your application. If you cannot create your profile, or you have questions or technical issues regarding your online profile, contact the Healthcare Professions Profiling Program at (303) 894-5942. **Your application is not considered complete, and a license will not be issued until you have submitted the online profile.**
- ☐ **Required Fee** - You will need to be able to pay the fee (\$ 43 for Endorsement method and \$88 for Examination method) with a credit card or electronic check as part of completing the application process.
- ☐ **Affidavit of Eligibility** - You will be asked to attest to and provide information that you are lawfully present in the United States or otherwise eligible to work here.
- ☐ **Social Security Number** – As of January 1, 2009, a Social Security Number is required for all licensees. Exceptions are made for foreign nationals not physically present in the United States and for non-immigrants in the United States on student visas who do not have a Social Security Number. These applicants must submit a signed Social Security Number Affidavit in lieu of a Social Security Number. You may call (303) 894-7800 to request that one be mailed to you.
- ☐ **Name Change Documentation** - If you already have another type of license in Colorado and your name has since changed, you will be required to upload proof of your name change.
- ☐ **Screening Questions** - You will be asked a series of screening questions related to your criminal history or pending complaints filed against you in other jurisdictions (if applicable). This may require you to upload court documents or other material. Please review the Division's information regarding the disclosure of criminal history contained within these instructions.
- ☐ **Nurse Licensure Compact.** The Nurse Licensure Compact became effective in Colorado on October 1, 2007, allowing nurses licensed in Colorado to practice in other compact states. A nurse may hold only **one** compact license and it must be issued by his/her state of primary residence. **If you declare your primary state of residence to be a compact state other than Colorado, you should not apply for licensure in Colorado.** You may be required to provide proof of residency, which may include but is not limited to a Colorado driver's license, voter registration or income tax return. If you declare a non-compact state as your state of primary residence, and you meet all other requirements for licensure in Colorado, you will receive a single-state license valid for practice only in Colorado. For a list of states participating in the Compact or for additional information regarding the Compact visit: [www.dora.colorado.gov/professions/nursing](http://www.dora.colorado.gov/professions/nursing) or <https://www.ncsbn.org/nlc/htm>.
- ☐ **Qualifications** – Colorado has a mandatory practice act, which means that you may not practice as a Registered Nurse in this state without a Colorado or other compact state license. Submission of this



application does not guarantee licensure; therefore, **do not make life or career decisions** based on the probability that you may receive a license. Plan ahead for the time it will take to receive and review all required documents and complete our evaluation. Requirements for licensure are outlined in the Colorado Revised Statutes, specifically 12-38-101, the Board's rules, and the Board's policies. These documents are available online at [www.dora.colorado.gov/professions/nursing](http://www.dora.colorado.gov/professions/nursing).

### **Information about the application process and how we will contact you:**

Once we receive your application it will be reviewed by an Application Specialist. If there is something missing from your application, or we need additional information, we will contact you via the **email address you provided during the application process**. You can check the status of your application, review notes from your assigned Application Specialist, and update your email address by visiting: [www.dora.colorado.gov/professions/onlineservices](http://www.dora.colorado.gov/professions/onlineservices). Please Note: The application will be evaluated based on the information supplied.

**Disclosure of Addresses** - Consistent with Colorado law, all addresses and phone numbers on record with the Division are public record and must be provided to the public when requested. It is your responsibility to keep your address and contact information up-to-date in our database. **If your address is not current, it is possible you will not receive important documents or notices.** You can change your address and other information online by using Online Services at: [www.dora.colorado.gov/professions/onlineservices](http://www.dora.colorado.gov/professions/onlineservices).

**Application Expiration** - Your online application will be available for completion in the system for 30 days. If you do not submit your online application within that time frame you will need to start from the beginning. Your application will be kept on file for one (1) year from the date you submit it to the Division. Your record and all supporting documentation will be purged if you do not submit required documents and complete your application process in one year. You will need to submit a new application packet and fee after that time.

### **Requirements for those applying by Examination ONLY:**

- ☐ **Provide evidence of having completed an approved nursing education program.**

Graduates of traditional nursing programs: You or your school must mail an official transcript to the Division of Professions and Occupations Office of Licensing (1560 Broadway, Suite 1350, Denver, CO 80202). The transcript must have the conferral date and be in its official sealed envelope from the school. Your application can not be approved until this transcript is received.

Graduates of non-traditional education programs who have completed the Student Permit application process: You must mail to the Division of Professions and Occupations, in its original sealed envelope, the completed Skills Checklist that was provided to you after completion of this course.

Foreign trained applicants: Applicants who are educated outside the United States and its territories must submit the CES credentials review "Professional Report" from the Commission on Graduates of Foreign Nursing Schools (CGFNS). For more information about ordering this report, contact CGFNS at 3600 Market Street, Suite 400, Philadelphia, Pennsylvania, 19104; by phone at (215) 349-8767, or online at [www.cgfns.org](http://www.cgfns.org). Foreign trained applicants must also submit proof of demonstrating English proficiency. Passing standards are outlined in Nursing Board Policy 10-05. To schedule the Test of English as a Foreign Language and order the English Language Proficiency Exam Report, go to [www.cgfns.org/sections/programs/vs](http://www.cgfns.org/sections/programs/vs). Select the "About the English Language Proficiency Exam" link. Scores should be forwarded to CGFNS for evaluation.

- ☐ **Register for the NCLEX examination with Pearson Vue** - You must register and pay the exam fee online at [www.pearsonvue.com/nclex](http://www.pearsonvue.com/nclex). You may be approved to take the NCLEX examination a maximum of 3 times within 3 years of the date you first took the NCLEX in any state, territory or foreign country. If you are unsuccessful in passing the NCLEX examination within this timeframe, reference Board Rule 3.9 at [www.dora.colorado.gov/professions/nursing](http://www.dora.colorado.gov/professions/nursing).



## **Requirements for those applying by Endorsement ONLY:**

- ☐ **Provide verification of original license.** Contact the state in which you received your original license by examination. Determine which type of verification is required and any required fees.

- ☐ For NURSYS participating states, you must apply for NURSYS verification at [www.nursys.com](http://www.nursys.com). Visit the NURSY website for a current list of participating states.

-OR-

- ☐ For NURSYS non-participating states, you must complete and submit a Request for Verification of Original Nursing License Form available on the [RN Professionals \(Applications & Forms\)](#) webpage.

It is the applicant's responsibility to complete the necessary steps for obtaining verification of licensure status from the other state of original license.

- ☐ **Submit evidence of an active registered nurse license in another state.** Submit a copy of your current license or a printout from the state's webpage verifying your license.
  - ☐ If you do not have an active nurse license in another state, your licenses have been expired two years or less, and you have practiced as a registered nurse within the two (2) year period preceding this application: Submit verification from one state in which your license expiration date was less than two years ago.
  - ☐ If you do not have an active nurse license in another state, your licenses have been expired two years or more, and/or you have not practiced as a registered nurse within the two (2) year period preceding this application, you must demonstrate competency to practice and may be required to complete an approved refresher course: Complete the Competency to Practice forms which can be downloaded on the [RN Professionals \(Applications & Forms\)](#) webpage.



## IMPORTANT NOTICE

**TO:** All Applicants

**FROM:** Director of the Division of Professions and Occupations

**SUBJECT:** Licensure and Criminal History

Thank you for your interest in becoming a licensed\* professional within the Division of Professions and Occupations. Before you submit your application, please be aware of a few facts regarding criminal conduct, convictions, and disciplinary actions in other states.

The mission of the Division of Professions and Occupations is “public protection through effective licensure and enforcement.” One way the Division safeguards consumers is by issuing licenses to fully qualified, competent, and ethical applicants.

During the licensing process – and depending on the specific application – the Division may ask whether you have ever been disciplined in any state, arrested, charged, convicted, or pled guilty to a crime. An arrest, subsequent criminal conviction, or disciplinary action is not an automatic disqualification from licensure. Rather, the appropriate board or program will look at the facts surrounding the criminal conduct and disciplinary action in addressing your license application. You should know that licensure is a privilege, not a right. One thing you must do to obtain the privilege is to be complete and accurate in disclosing information on your application.

Be sure to list all relevant complaints, disciplinary actions, arrests, charges, or convictions in response to the appropriate licensure questions. **Failure to fully and accurately disclose requested criminal history information, alone, could constitute grounds for denial of your application or revocation of your license.** When requested, you must include information regarding prior conduct. This remains the case when the conduct is seemingly unrelated to the activities of a profession, and when the conduct involves deferred sentences or judgments.

Remember, even following licensure, you are still required to notify your professional licensing board or program about subsequent convictions and disciplinary actions in other states.

Please be aware that the Division conducts audits of its licensing database against several criminal and national disciplinary databases. This allows the Division to verify the truthfulness of your application and track subsequent criminal and disciplinary conduct after initial licensure. Keep in mind, your license will not necessarily be revoked, or your application denied, if you have been disciplined, arrested, charged or convicted. But, you will most likely be denied or revoked if you fail to disclose requested information.

*\*The word "license" is used as a general term. While most of the professions and occupations are licensed, others may be registered, certified, or listed. For precise terminology and requirements related to a profession or occupation, please consult the [website](#) of the appropriate board or program.*

